CITY OF RIVERSIDE

HUMAN RESOURCES DEPARTMENT

CLASSIFICATION SPECIFICATION

TITLE: SENIOR SYSTEMS ADMINISTRATOR

DEFINITION

Under general direction, to plan, develop, organize, and manage installation, maintenance, and scheduling of program and software upgrades; resolve system problems; implement a schedule of system test and backups; act as liaison between end-users and database development personnel; conduct studies analyzing user requirements; and other work as required.

REPORTS TO: Data Center Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Data Center Manager. Exercises general supervision as a project leader over other Senior Systems Analysts, Systems Analysts, Programmer Analysts, or Interns, as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Coordinate the configuration, installation, and scheduling of new/improved applications and upgrades of operating systems, workstations, as well as servers in support of City processing requirements.

- Serve as project leader on special assignment implementations of software/hardware upgrades and system installations in accordance with established policies and procedures.

- Develop as well as implement a schedule of system backups and database archive operations to ensure data/media recoverability through proper administration of offsite storage and retrieval services.

- Regulate systems usage and performance; resolve system problems and processes tracking/reporting of maintenance, and fine-tunes system to achieve optimum level of performance.

- Ensure workstation/server data integrity by evaluating and managing the appropriate software/hardware solutions, and report on problems or issues related to system capacity.

- Advise management and users on all operational documentation related to the use of system software/hardware as well as daily operational and environmental procedures.

- Supervise, train, and evaluate staff.

- Ensure the systems compliance with the City's' requirements through the implementation, auditing, and adherence to policies, procedures, and security standards.

- Work as liaison between end-users and database development personnel to define system issues and conduct studies analyzing user requirements.

- Manage journal files including off-site archival data and backup.

- Assist technical support on the integration of various software packages with security software as well as any other technical security issues.

- Generate audit reports, memos and various other customized reports for management providing informing regarding any security breaches or unauthorized access as well as other security changes and issues.

QUALIFICATIONS

Knowledge of:

- Database structure and concepts.

- Operations, services, and activities of a data processing program, including systems analysis and programming.

- Current micro, mini, and mainframe computer technology and practical usage of systems and applications.

- Computer programming, applicable languages, data base concepts, and software packages.

- Research techniques, methods, and procedures.

- Principles, techniques, and current developments in systems and procedures analysis and design as applied to computer information systems.

- Principles and modern practices of project management, general management, personnel, accounting, budgeting, mathematics, and statistical methods and procedures.

- Capabilities and effective utilization of computer information systems and applications and current developments in this area.

- Data Processing systems, including machine capabilities and applications.

- Principles of supervision, training, and performance evaluation.

- Applicable federal, state and local laws, codes and regulations.

Ability to:

- Communicate effectively with internal and external personnel, both verbally and in writing.

- Exhibit strong motivational, organizational, team building and leadership skills.

- Effectively manage multiple projects simultaneously.

- Operate a computer with strong proficiency in systems and applications.

- Adjust work schedules to allow for completion of assignments.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major work in computer science, computer information systems, data processing, or a closely related field. Two years of additional qualifying experience may be substituted for 2 years of the required education.

Experience: A range of 4-5 years of experience in the analysis and design of mini or mainframe computer systems. Experience must have included analyzing, developing, documenting, and implementing a variety of systems analysis projects.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Senior Systems Administrator

TO: